



Third Taxing District

2 Second Street
East Norwalk, CT 06855

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Third Taxing District of the City of Norwalk Commission Meeting

Monday, October 25, 2021 at 6:30p.m.

At the Third Taxing District Office, 2 Second Street, East Norwalk, CT

1. Public Comment – 15 Minute Limit
2. Minutes of Meeting – September 27, 2021 Regular Meeting – A/R (Pgs. 1-5)
3. Discussion/Analysis of Financial Statements/Key Performance Indicators (Pgs. 6-14)
4. Appointment of Ratepayer Representative to CMEEC Board – A/R (Pgs. 15-16)
5. Appointment of Representatives to CMEEC Board – A/R (Pgs. 17-22)
6. Fitch Street Substation Backup Generator Project – A/R (Pgs. 23-37)
7. General Manager's Report
 - Santella Park Seawall Repairs
 - Audit Update
8. Adjourn

*A/R – Action Required/See Attached Motion

Agenda backup material is available at the TTD office, www.ttd.gov and will be available at the meeting.

M:\Shared\ Commission Meeting Information\Agenda 10-25-2021.doc

District Commissioners

Johnnie Mae Weldon	203-216-2652	Chairperson	Kevin Barber	203-866-9271	General Manager
Pamela Parkington	203-858-4261	Commissioner	Ron Scofield	203-866-9271	Assistant General Manager
Michele Sweeney	203-820-3107	Commissioner	Read Auerbach	203-451-7047	Treasurer

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THIRD TAXING DISTRICT
of the City of Norwalk
Commission Meeting
September 27, 2021

ATTENDANCE: Commissioners: Johnnie Mae Weldon, Chair; Pamela Parkington;
Michele Sweeney

STAFF: Kevin Barber, General Manager;
Ron Scofield, Assistant General Manager/District Clerk

OTHERS: Peter Johnson, CMEEC Ratepayer Representative

CALL TO ORDER

Commissioner Weldon called the meeting to order at 6:31 p.m. A quorum was present.

PUBLIC COMMENT

No one from the public was in attendance to comment.

MINUTES OF MEETING

August 23, 2021 Regular Meeting

**** COMMISSIONER PARKINGTON MOVED TO APPROVE THE MINUTES OF
AUGUST 23, 2021 REGULAR MEETING.**

**** COMMISSIONER WELDON SECONDED.**

**** 2 IN FAVOR; 1 ABSTENTION.**

**** THE MOTION PASSED.**

**DISCUSSION/ANALYSIS OF FINANCIAL STATEMENTS/KEY PERFORMANCE
INDICATORS**

Mr. Barber reviewed the Financial Highlights with the Commission for the month of August 2021. Total Income is \$1,461,228 versus \$1,497,651 for last year, a difference of (2.43%). Total Expense is \$1,764,092 versus \$1,722,673 for last year, a difference of 2.4%. Net Income before Rate Stabilization is (\$269,168) versus (\$72,751) from last year or a difference of (270%).

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Net Income after Rate Stabilization is (\$178,490) versus (\$127,033) for last year, a difference of (41%).

Total cash balance on hand is \$7,964,195. Of this, the Capital Improvement Fund is \$2,717,552. Current outstanding principal balance with CMEEC is \$4,275,473. Current Fiscal Year Capital additions to date is \$4,979.

Mr. Barber reviewed the P&L for the Electric Department. While some of the Sales numbers are showing as negatives, it is due in part to the weather, as well as the budget for the year being slightly inflated, but should even out over time. The Norden Project Income has been decreasing each year due to the ISO New England capacity market pricing going down.

The P&L for the District is in very good shape and is currently under budget for the first two months of the new fiscal year.

KPI's: They remain in good shape. The current month's numbers are a bit skewed because it is early in the year and should level out over time. Outstanding Receivables greater than 90 days is \$47,787, a decrease from last year.

RSF: The current balance of the RSF (Rate Stabilization Fund) is \$4,044,060, which is still above the target. The forecast for the Rate Stabilization balance is taking a downward trend. At the end of 2026, it is projected to be just over \$3 million. Due to the cost of power increasing in the future, especially during the winter months, this will drive the RSF to go down.

Accounts Receivable Analysis: The receivables are starting to head in a downward trend. Mr. Barber pointed out to the Commission that the figure shown on the AR report for 90 days does not match the figure shown in the KPI's. The reason for this is that the current generated report included budget billing customers and their full balances for the remainder of the year. Budget billing has always been offered but was handled on a manual basis. Future reports will be generated without these customers.

2022 COMMISSION SCHEDULE

Mr. Barber presented the proposed 2022 Commission Schedule and noted that all meetings had been scheduled for the fourth Monday of the month with the exception of December due to the Christmas holiday. The December meeting was moved to the third Tuesday of the month.

**** COMMISSIONER SWEENEY MOVED TO APPROVE THE 2022 COMMISSION SCHEDULE.**

**** COMMISSIONER PARKINGTON SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

CHRISTMAS TREE LIGHTING

Third Taxing District
of the City of Norwalk
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Mr. Barber informed the Commission that TTD is planning on holding the Annual Christmas Tree Lighting as we have in the past. The date for this year is Sunday, December 5, 2021 at 5:00 p.m. Staff will be working through all the logistics internally.

GENERAL MANAGER'S REPORT

Audit

The audit is coming along and is near completion. Mr. Barber believes he should have the final audit within the next month or so.

Health Insurance Renewal

Mr. Barber explained to the Commission that the process for the health insurance renewal has begun. The plan that is currently offered to the employees is not available for the upcoming year. Pricing has been received from the insurance agent for optional plans. Management will be working with the Union to find a plan that is agreeable to both. Mr. Barber is expecting more information within the next couple of weeks.

CMEEC Update

Mr. Barber informed the Commission that the upcoming trials for the former CMEEC employees (CEO, CFO and three Board members) involved with the Kentucky Derby incident are set to begin in November.

EXECUTIVE SESSION

- **REAL ESTATE – 213 EAST AVENUE – CGS-1-200(6)(B) & CGS-1-200(6)(D)**

**** COMMISSIONER WELDON MOVED TO ENTER INTO EXECUTIVE SESSION TO DISCUSS 213 EAST AVENUE REAL ESTATE.**

**** COMMISSIONER SWEENEY SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The Commissioners and Messrs. Barber and Scofield entered into Executive Session at 7:06 p.m.

The Commissioners and Messrs. Barber and Scofield returned to public session at 7:24 p.m.

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ADJOURNMENT

- ** COMMISSIONER PARKINGTON MOVED TO ADJOURN.**
- ** COMMISSIONER SWEENEY SECONDED.**
- ** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:25 p.m.

Respectfully submitted,

Cynthia Tenney
Executive Assistant
Third Taxing District

Third Taxing District
of the City of Norwalk
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MOTION FOR MINUTES

COMMISSIONER (name of Commissioner) MOVED TO APPROVE THE MINUTES OF (date of meeting) REGULAR MEETING.

OR

COMMISSIONER (name of Commissioner) MOVED TO APPROVE THE MINUTES OF (date of meeting) REGULAR MEETING AS CORRECTED.

**Third Taxing District
Financial Highlights
Jul-Sep 2021 vs. Jul-Sep 2020**

	Jul-Sep 21	Jul-Sep 20	\$ Change	% Change
Total Income	2,477,213	2,266,885	210,328	9.28%
Total Expense	2,519,779	2,442,042	77,737	3.18%
Net Ordinary Income	(42,566)	(175,157)	132,591	76%
Other Income	119,382	229,621	(110,239)	-48%
Other Expense	70,000	66,250	3,750	100%
Net Income before Rate Stabilization	6,816	(11,786)	18,602	158%
Rate Stabilization	138,105	(19,034)	157,139	826%
Net Income	144,921	(30,820)	175,741	570%

CASH BALANCES

ACCTS

	Sep-21
Operating Accounts	3,059,801
Savings	2,315,254
Capital Improvements Fund	2,696,605
Total	\$ 8,071,660

TTD Outstanding Principal Balance with CMEEC

Balance as of July 1, 2020	\$ 4,291,312
Current Balance	\$ 4,259,633
Current Fiscal Year Capital Additions to date	\$ 29,479

**Third Taxing District
Profit & Loss Budget vs. Actual
July through September 2021**

	Current Month				Year to Date			
	Sep 21	Budget	\$ Over Budget	% of Budget	Jul - Sep 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense								
Income								
443-00 · Cervalis Data Center Revenues	61,392.64	44,227.00	17,165.64	38.81%	125,861.58	86,470.00	39,391.58	45.56%
440-00 · Residential Sales	459,998.87	394,209.00	65,789.87	16.69%	1,088,824.71	1,138,688.00	-49,863.29	-4.38%
442-01 · Large Commercial Sales	74,732.17	55,673.00	19,059.17	34.23%	193,897.17	176,815.00	17,082.17	9.66%
442-02 · Small Commercial Sales	266,635.89	224,128.00	42,507.89	18.97%	690,790.92	674,920.00	15,870.92	2.35%
445-01 · Water Pollutn Contrl Plnt Sales	106,132.59	70,699.00	35,433.59	50.12%	261,734.83	211,077.00	50,657.83	24.0%
445-02 · Flat Rate	8,367.54	8,642.00	-274.46	-3.18%	19,522.71	20,171.00	-648.29	-3.21%
451-00 · Miscellaneous Service Revenue	735.00	800.00	-65.00	-8.13%	2,705.00	2,400.00	305.00	12.71%
557-00 · Purchased Power Adjustment	37,990.11	31,050.00	6,940.11	22.35%	93,876.26	111,445.00	-17,568.74	-15.76%
Total Income	1,015,984.81	829,428.00	186,556.81	22.49%	2,477,213.18	2,421,986.00	55,227.18	2.28%
Cost of Goods Sold								
555-00 · Electrical Power Purchased	447,552.08	382,157.00	-65,395.08	-17.11%	1,535,004.49	1,371,640.00	-163,364.49	-11.91%
Total COGS	447,552.08	382,157.00	-65,395.08	-17.11%	1,535,004.49	1,371,640.00	-163,364.49	-11.91%
Gross Profit	568,432.73	447,271.00	121,161.73	27.09%	942,208.69	1,050,346.00	-108,137.31	-10.3%
Expense								
904-00 · Substation	16,514.34	15,541.68	-972.66	-6.26%	44,388.29	46,625.04	2,236.75	4.8%
403-00 · Depreciation Expense	0.00	70,833.34	70,833.34	100.0%	129,174.94	212,500.02	83,325.08	39.21%
408-00 · Taxes	786.61	98,206.25	97,419.64	99.2%	2,045.96	100,406.25	98,360.29	97.96%
540-00 · Other Power Generation Expense	28,989.64	11,500.00	-17,489.64	-152.08%	33,162.96	34,500.00	1,337.04	3.88%
580-00 · Distribution Expenses	25,622.38	16,916.67	-8,705.71	-51.46%	49,095.99	50,750.01	1,654.02	3.26%
590-00 · Maintenance Expenses	52,057.13	50,416.67	-1,640.46	-3.25%	146,466.66	151,249.89	4,783.23	3.16%
900-00 · Customer Accounts & Service	28,721.25	39,112.50	10,391.25	26.57%	94,309.36	117,337.42	23,028.06	19.63%
920-00 · Administrative Expenses	147,156.85	203,142.16	55,985.31	27.56%	486,130.62	609,426.17	123,295.55	20.23%
Total Expense	299,848.20	505,669.27	205,821.07	40.7%	984,774.78	1,322,794.80	338,020.02	25.55%
Net Ordinary Income	268,584.53	-58,398.27	326,982.80	559.92%	-42,566.09	-272,448.80	229,882.71	84.38%
Other Income/Expense								
Other Income								
418-00 · Dividends	5,473.00	583.34	4,889.66	838.22%	16,785.74	1,749.94	15,035.80	859.22%
419-00 · Interest Income	585.00	1,666.67	-1,081.67	-64.9%	1,778.55	4,999.97	-3,221.42	-64.43%
420-00 · Gain/(Loss) on Investments	-26,423.00	0.00	-26,423.00	-100.0%	-11,604.17	0.00	-11,604.17	-100.0%
421-00 · Norden Project Income	26,000.00	27,908.00	-1,908.00	-6.84%	78,179.82	83,724.00	-5,544.18	-6.62%
423-00 · Gain/(Loss) from Sale of FA	0.00	416.67	-416.67	-100.0%	0.00	1,249.97	-1,249.97	-100.0%
424-00 · Energy Conservation Fund Income	14,615.96	9,583.34	5,032.62	52.51%	29,947.60	28,749.94	1,197.66	4.17%
425-00 · Miscellaneous Income	2,652.00	1,250.00	1,402.00	112.16%	4,294.70	3,750.00	544.70	14.53%
Total Other Income	22,902.96	41,408.02	-18,505.06	-44.69%	119,382.24	124,223.82	-4,841.58	-3.9%
Other Expense								
426-30 · PERSON TO PERSON	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
426-10 · Distribution to "District Fund"	0.00	0.00	0.00	0.0%	70,000.00	70,000.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.00	0.0%	70,000.00	70,000.00	0.00	0.0%
Net Other Income	22,902.96	41,408.02	-18,505.06	-44.69%	49,382.24	54,223.82	-4,841.58	-8.93%
Net Income	291,487.49	-16,990.25	308,477.74	1,815.62%	6,816.15	-218,224.98	225,041.13	103.12%

TTD District Fund
Profit & Loss Budget vs. Actual
 July through September 2021

	Current Month				Year to Date			
	Sep 21	Budget	\$ Over Budget	% of Budget	Jul - Sep 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense								
Income								
980-02 · INTEREST INCOME	21.00	27.09	-6.09	-22.48%	56.33	81.27	-24.94	-30.69%
980-05 · FIRE HOUSE RENT	0.00	0.00	0.00	0.0%	46,735.00	46,735.00	0.00	0.0%
980-10 · FUNDING FROM ELECTRIC	0.00	0.00	0.00	0.0%	70,000.00	70,000.00	0.00	0.0%
Total Income	21.00	27.09	-6.09	-22.48%	116,791.33	116,816.27	-24.94	-0.02%
Expense								
980-12 · FEES- COMMISSIONERS	2,625.00	2,625.00	0.00	0.0%	2,625.00	2,625.00	0.00	0.0%
980-14 · FEES-CLERKS	450.00	450.00	0.00	0.0%	450.00	450.00	0.00	0.0%
980-16 · FEES-TREASURER	450.00	450.00	0.00	0.0%	450.00	450.00	0.00	0.0%
980-17 · Fees - Rate Payer Rep	450.00	450.00	0.00	0.0%	450.00	450.00	0.00	0.0%
980-19 · PAYROLL EXPENSES	269.68	325.00	55.32	17.02%	269.68	325.00	55.32	17.02%
980-20 · PARKS MAINTENANCE	473.37	2,666.66	2,193.29	82.25%	1,036.55	7,999.98	6,963.43	87.04%
980-30 · EAST NORWALK CEMETERY ASS'N	250.41	2,291.66	2,041.25	89.07%	1,000.41	6,874.98	5,874.57	85.45%
980-35 · EAST NORWALK IMP ASSOC LIBRARY	178.89	825.00	646.11	78.32%	43,275.62	47,725.00	4,449.38	9.32%
980-40 · CHRISTMAS TREE LIGHTING	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
980-45 · FIREHOUSE EXPENSES	0.00	125.00	125.00	100.0%	0.00	375.00	375.00	100.0%
980-55 · CONCERTS IN THE PARK	4,875.00	0.00	-4,875.00	-100.0%	24,750.00	33,000.00	8,250.00	25.0%
980-70 · ANNUAL MEETING EXPENSES	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
980-90 · CONTINGENCY EXPENSES	0.00	2,500.00	2,500.00	100.0%	0.00	7,500.00	7,500.00	100.0%
980-95 · Other District Services	0.00	833.34	833.34	100.0%	2,500.00	2,500.00	0.00	0.0%
Total Expense	10,022.35	13,541.66	3,519.31	25.99%	76,807.26	110,274.90	33,467.64	30.35%
Net Ordinary Income	-10,001.35	-13,514.57	3,513.22	26.0%	39,984.07	6,541.37	33,442.70	511.25%
Net Income	-10,001.35	-13,514.57	3,513.22	26.0%	39,984.07	6,541.37	33,442.70	511.25%

**THIRD TAXING DISTRICT
KEY PERFORMANCE INDICATORS (KPI'S)
September**

	Formula	2021	2020	Industry Average (Bandwidth)	Comments	
1) OPERATING RATIO - This ratio measures the proportion of revenues required to cover the operation and maintenance costs associated with the operation of the electric utility.						
a.	Operating Ratio - without Change in Rate Stabilization Fund	Total Operating Expenses / Total Operating Revenues	101.72%	107.73%	95-105%	Calculation is based on the CMEEC billable rate that is set by TTD
b.	Operating Ratio - with Change in Rate Stabilization Fund	Total Operating Expenses + Change in RSF / Total Operating Revenues	96.14%	108.57%	95-105%	Reflects the true total operating expenses by including the change (+/-) in the rate stabilization fund.
2) POWER SUPPLY EXPENSE RATIO - This ratio measures the proportion of the total operating expenses that is for power supply (purchased power)						
2) a.	Power Supply Expense Ratio - without Change in Rate Stabilization Fund	Purchased Power / Total Operating Expenses	60.92%	51.29%	65% - 70%	Calculation is based on the CMEEC billable rate that is set by TTD
b.	Power Supply Expense Ratio - with Change in Rate Stabilization Fund	Purchased Power + Change in RSF / Total Operating Expenses	55.44%	52.07%	65% - 70%	Reflects the true total operating expenses by including the change (+/-) in the rate stabilization fund.
3) OUTSTANDING RECEIVABLES - Total amount of outstanding receivables greater than 90 days past due						
a.	Outstanding Receivables - Dollars	Total (\$) Outstanding Receivables > 90 days	\$47,313	\$52,626		Indicates if TTD is doing an adequate job of collecting past due receivables
b.	Percentage of total receivables	Receivables > 90 days past due / total receivables	6.38%	7.61%		Indicates the percentage of receivables that is greater than 90 days past due
4) RATE OF RETURN - Year to Date (YTD) Net income divided by audited Net Book Value of Assets						
	Actual Rate of Return on Rate Base	AUTHORIZED BY STATE STATUTE	1.2%	0.0%	Varies by state 5 - 8 %	Rate of Return authorized by State statute
5) RATE STABILIZATION FUND - this index lists the balance of the rate stabilization fund held for TTD at CMEEC						
	Rate Stabilization Fund balance	RSF Balance	\$4,080,487	\$ 4,142,122	\$2.75MM -\$3.0MM	Commission approved the target balance, which is based on a RSF balance to cover 6 months of power bills
7) ENERGY LOSS % - This ratio measures how much energy is lost in the utility's electrical system and is an indicator of the efficiency of the electrical system.						
	Energy Loss %	Total Energy Loses/Total Sources of Energy	6.61%	7.71%	2.5% - 6%	This ratio is calculated on a 12 month rolling average of electricity purchased compared to energy sold to customers

East Norwalk - PCA Calculation

Power Cost Adjustment Calculation
6 Month Rolling Average (starting January 2014)

Yellow indicates Forecast

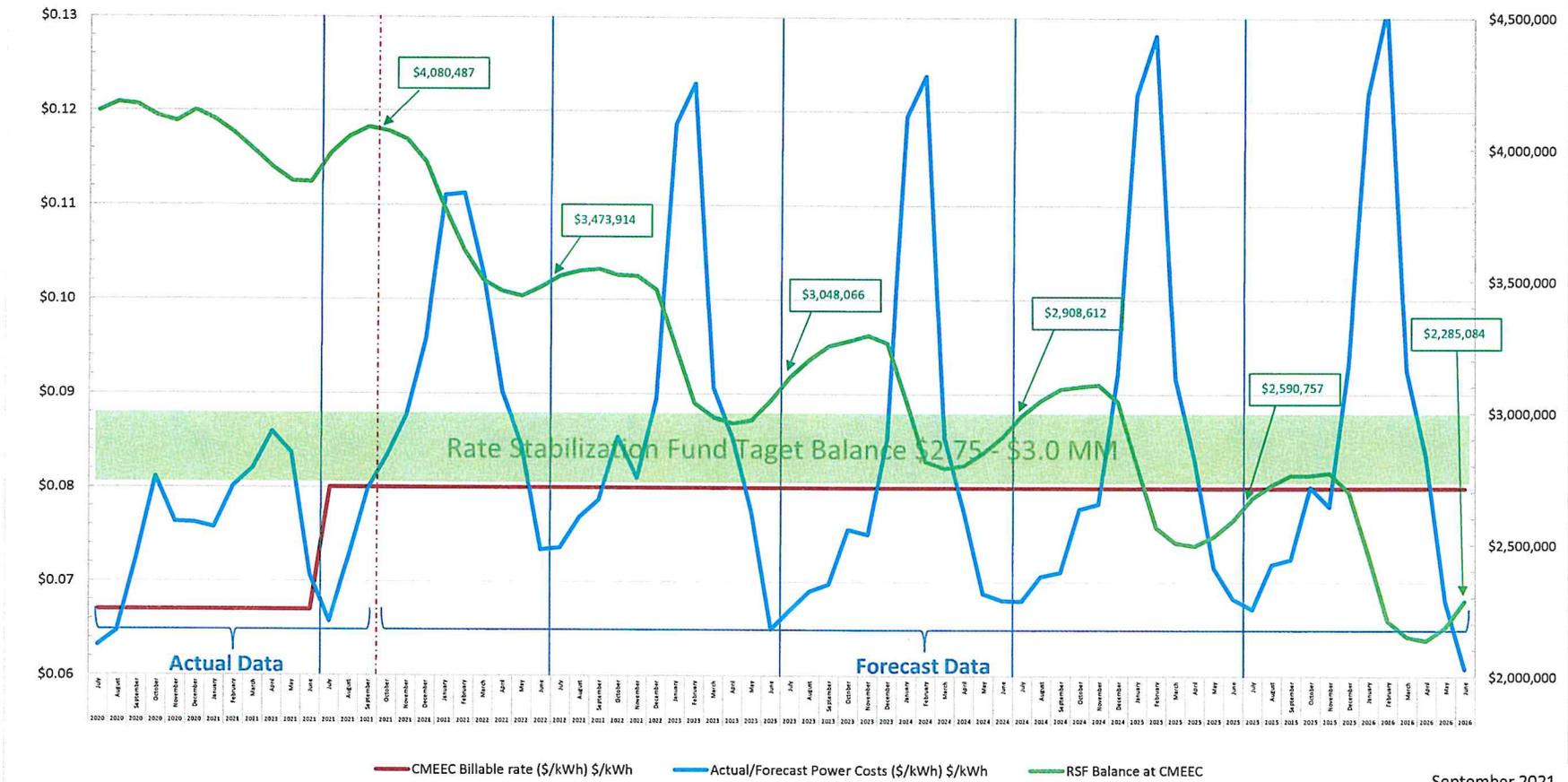
Orange indicates data is from the preliminary CMEEC monthly bill, numbers will change when the "true up" numbers are available from CMEEC

Green indicates the final numbers have been entered for the month.

Colors will change when actual numbers are received.

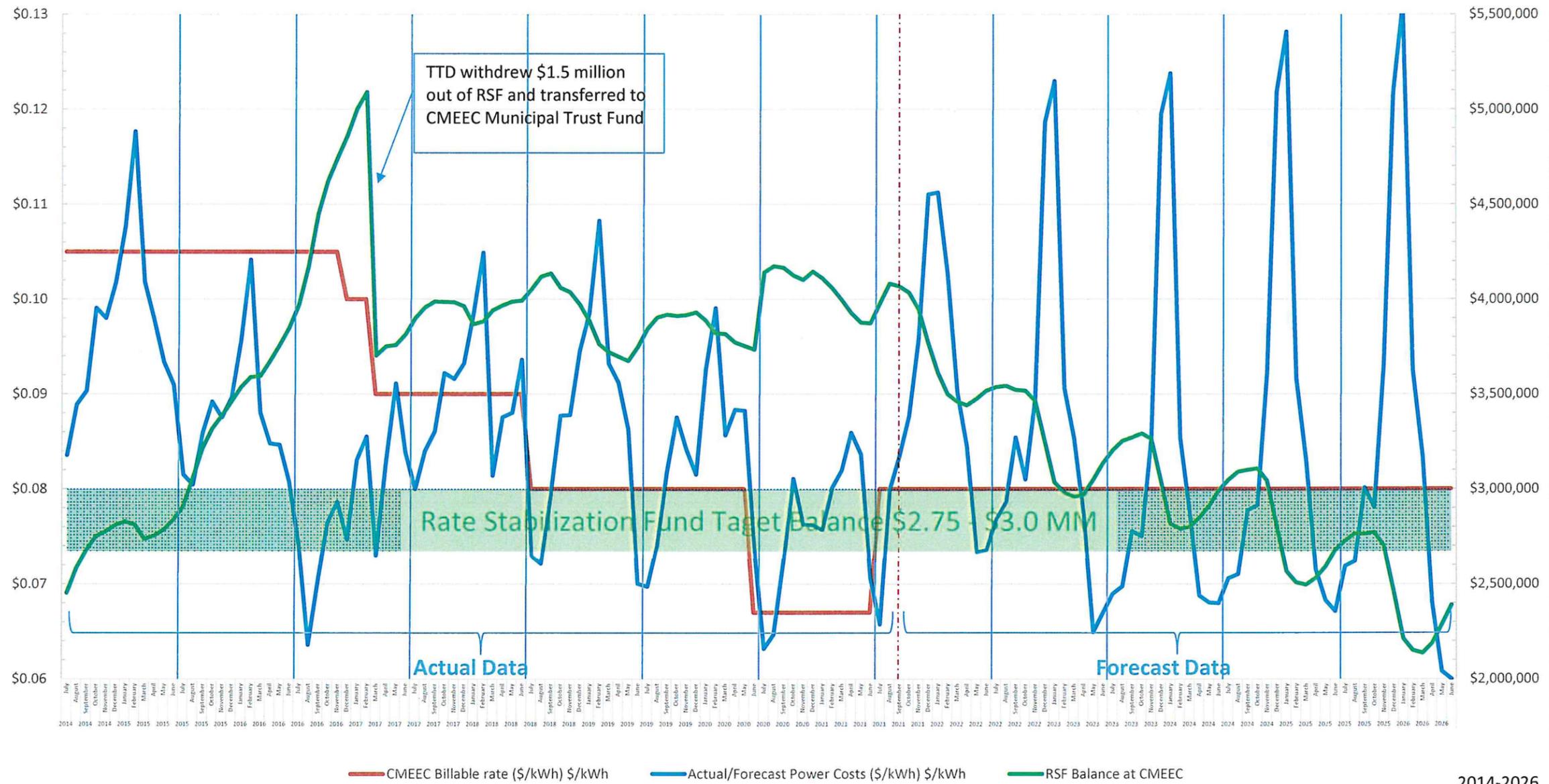
		2021 July	2021 August	2021 September	2021 October	2021 November	2021 December	2022 January	2022 February	2022 March	2022 April	2022 May	2022 June
Total Energy	kWh												
CMEEC Billable rate (\$/kWh)	\$/kWh	0.08000	0.08000	0.08000	0.08000	0.08000	0.08000	0.08000	0.08000	0.08000	0.08000	0.08000	0.08000
Grand Total (Actual) Purchased Power Costs	\$	411,494	458,920	402,781	338,382	380,937	524,418	638,535	556,707	513,043	367,852	347,599	376,679
(Sum of current and previous 5 months)	\$	2,311,809	2,353,965	2,356,909	2,350,919	2,379,442	2,516,933	2,743,974	2,841,761	2,952,024	2,981,494	2,948,155	2,800,416
kWh's Purchased	kWh												
Total Purchased Power kWh Units	kWh	6,261,322	6,332,556	5,047,377	4,058,316	4,347,606	5,479,243	5,750,496	5,005,011	4,997,499	4,080,899	4,116,029	5,134,670
(Sum of current and previous 5 months)	kWh	30,047,963	31,176,166	31,343,916	31,392,777	31,525,407	31,526,420	31,015,594	29,688,049	29,638,172	29,660,755	29,429,178	29,084,605
Actual/Forecast Power Costs (\$/kWh)	\$/kWh	0.06572	0.07247	0.0798	0.08338	0.08762	0.09571	0.11104	0.11123	0.10266	0.09014	0.08445	0.07336
Power (Actual) Supply Costs @ Retail	\$	0.0812	0.0797	0.0794	0.0791	0.0797	0.0843	0.0934	0.1011	0.1052	0.1061	0.1058	0.1017
Base Fuel Cost	\$	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958
Loss Factor	%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%
Calculated PCA	\$	(0.0146)	(0.0161)	(0.0164)	(0.0167)	(0.0161)	(0.0115)	(0.0024)	0.0053	0.0094	0.0103	0.0100	0.0059
Actual PCA Implemented	\$	0.0065	0.0065	0.0065	0.0065	0.0065	0.0065	0.0065	0.0065	0.0065	0.0065	0.0065	0.0065
Total System Retail Sales (kWh's)	kWh	5,864,078	5,597,747	4,764,724	3,831,050	4,104,140	5,172,406	5,428,469	4,724,730	4,717,639	3,852,369	3,885,531	4,847,128
Base PCA Revenue	\$	561,779	536,264	456,461	367,015	393,177	495,516	520,047	452,629	451,950	369,057	372,234	464,355
Fuel Factor Revenue	\$	38,117	36,385	30,971	24,902	26,677	33,621	35,285	30,711	30,665	25,040	25,256	31,506
Total Revenues through PCA	\$	599,895	572,650	487,431	391,916	419,854	529,137	555,332	483,340	482,614	394,097	397,490	495,861
Difference of Collection vs Expense	\$	8,825,075	8,938,804	9,023,455	9,076,989	9,115,905	9,120,624	9,037,421	8,964,054	8,933,625	8,959,870	9,009,761	9,128,943
Over collect / (Under Collect) in each month		\$188,401.10	\$113,729.19	\$84,650.59	\$53,534.07	\$38,916.26	\$4,718.77	(\$83,202.74)	(\$73,367.50)	(\$30,428.81)	\$26,245.10	\$49,891.17	\$119,181.81
RSF Balance at CMEEC		3,978,803.00	4,044,060.00	4,080,487.00	4,066,769.89	4,033,641.13	3,947,562.22	3,769,066.82	3,612,760.32	3,499,516.99	3,458,136.67	3,439,820.34	3,473,914.55
Diff between Billed Rate and Actual Cost	\$	0.01428	0.00753	0.00020	(0.00338)	(0.00762)	(0.01571)	(0.03104)	(0.03123)	(0.02266)	(0.01014)	(0.00445)	0.00664
Affect on RSF - by Month	\$	89,411.68	47,684.15	1,009.48	(13,717.11)	(33,128.76)	(86,078.91)	(178,495.41)	(156,306.49)	(113,243.33)	(41,380.32)	(18,316.33)	34,094.21

Rate Stabilization Balance - 5 Year Forecast



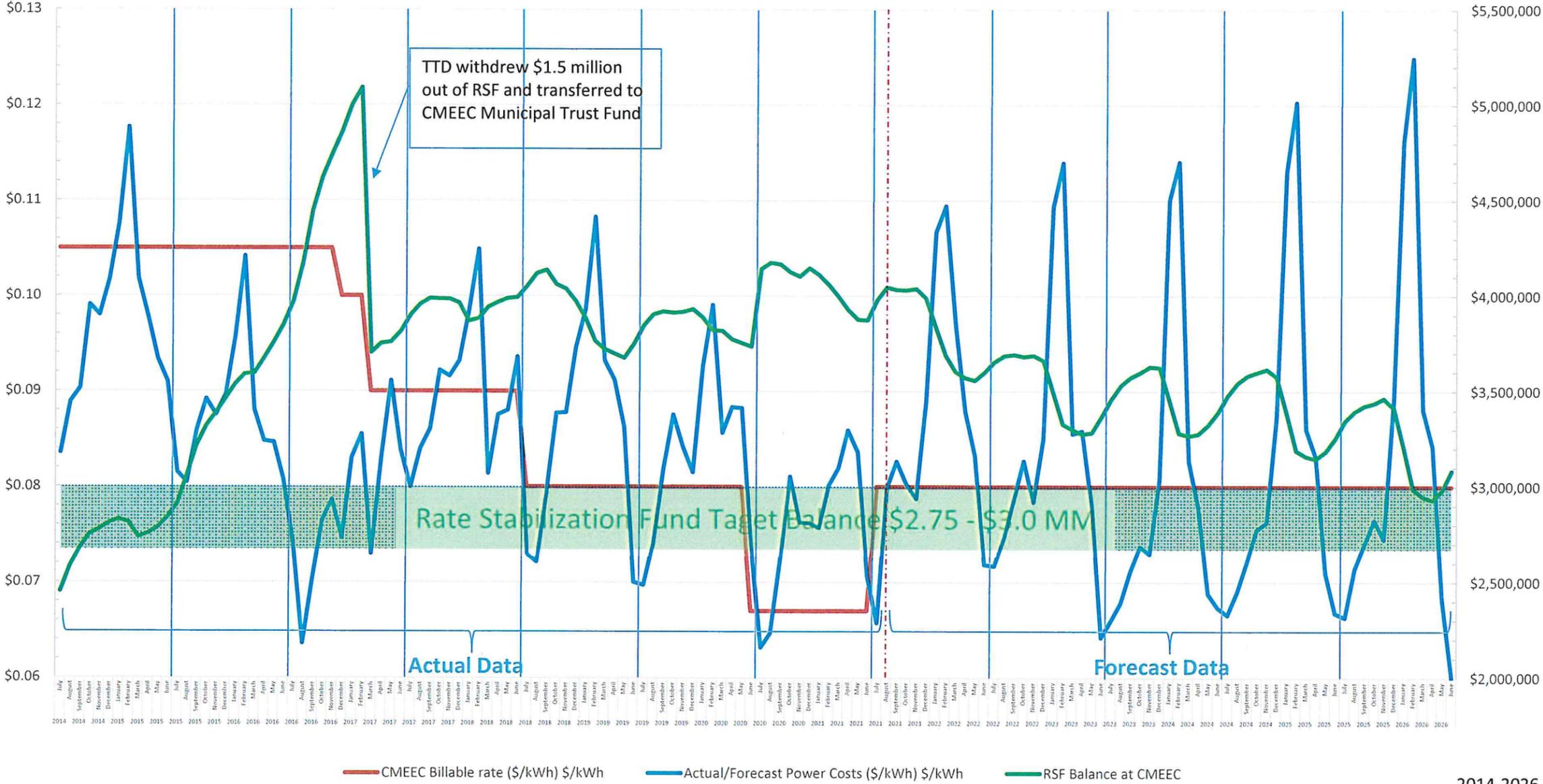
September 2021

Rate Stabilization Balance Analysis - 2014-2026



2014-2026
October 2021 Report

Rate Stabilization Balance Analysis - 2014-2026



2014-2026
September 2021 Report

TTD Electric Department

Analysis of Aged Receivables as of September 2021

Total # of Customers 4114
 Total Open AR 858,180 - not including accounts with credit balances

Ageing Groups	Count - Active Accounts			Account Type							
	#	% of Total		Res	Small Com	Large Com	Flat	WWTP	DC	N/A	
Current	2,300	55.91%	↑	1,761	441	36	3	1	0	58	
30 days	232	5.64%	↑	136	63	9	0	1	0	23	
60 days	39	0.95%	↑	32	2	0	0	0	0	5	
90 days	20	0.49%	↓	16	1	0	0	0	0	0	
120 days	19	0.46%	↑	14	0	0	0	0	0	5	
150 days	15	0.36%	↑	13	1	0	0	0	0	1	
180+ days	95	2.31%	↓	10	2	0	1	0	0	82	

Ageing Groups		Dollars Due per Ageing Buckets								
		Total	Res	Small Com	Large Com	Flat	WWTP	DC	N/A	
Current	↓	667,687	285,275	201,818	62,911	122	112,370	0	5,192	
30 days	↑	137,074	17,836	26,962	3,383	0	87,373	0	1,520	
60 days	↑	4,161	3,892	206	0	0	0	0	63	
90 days	↓	1,944	1,775	116	0	0	0	0	54	
120 days	↓	1,989	1,810	0	0	0	0	0	179	
150 days	↑	2,124	2,081	34	0	0	0	0	9	
180+ days	↓	43,200	14,032	39	0	364	0	0	28,765	

N/A indicates a finalled or closed account.

AR 90 Days or less	↑	810,866.26	94.5%	↑
AR Greater than 90 Days	↓	47,314	5.5%	↓

Comparison to
 Previous Month

↓ Better
 ↑ Worse
 ⇄ Same



Third Taxing District

2 Second Street
East Norwalk, CT 06855

Tel: (203) 866-9271
Fax: (203) 866-9856

Memorandum

To: TTD Commissioners

From: **Kevin Barber – General Manager**

Date: October 18, 2021

Subject: CMEEC Rate Payer Representative - Reappointment

Public Act 17-73, “AN ACT CONCERNING MUNICIPAL ELECTRIC UTILITY COOPERATIVES AND ESTABLISHING A MUNICIPAL ELECTRIC CONSUMER ADVOCATE,” required the Municipal Legislative body from each of the CMEEC members appoint a ratepayer representative to serve on the CMEEC Board of Directors.

On December 18, 2017, the TTD Commission appointed Peter Johnson to this position for a two-year term ending on December 20, 2019. On December 16, 2019, the Commission reappointed Mr. Johnson for a second two-year term ending on December 31, 2021. As Mr. Johnson’s term will end at the end of this year, the Commission must either reappoint Mr Johnson to another term or appoint a new ratepayer to this position.

Mr. Johnson has actively participated in CMEEC board meetings and committees during his two terms. This past year Mr. Johnson, in addition to participation on the board was also a member of the Compensation, Risk Management and Governance Committees.

Attached please find a resolution for your consideration.

I will be happy to answer any questions at the Commission meeting.

District Commissioners

Johnnie Mae Weldon	203-216-2652	Chairperson	Kevin Barber	203-866-9271	General Manager
Pamela Parkington	203-858-4261	Commissioner	Ron Scofield	203-866-9271	Assistant General Manager
Michele Sweeney	203-820-3107	Commissioner	Read Auerbach	203-451-7047	Treasurer

CMEEC Ratepayer Representative – Appointment

Be it resolved that the Third Taxing District Commission hereby resolves, pursuant to Public Act 17-73, “AN ACT CONCERNING MUNICIPAL ELECTRIC UTILITY COOPERATIVES AND ESTABLISHING A MUNICIPAL ELECTRIC CONSUMER ADVOCATE,” the appointment of the ratepayer representative, Peter Johnson, to the Connecticut Municipal Electric Energy Cooperative (CMEEC) Board of Directors. This appointment, effective January 1, 2022, shall be for a term of two years ending on December 31, 2023. The ratepayer representative shall receive compensation from CMEEC in the manner and amount set forth in the CMEEC Bylaws.

Motion made by:

Seconded by:

Or

Be it resolved that the Third Taxing District Commission hereby resolves, pursuant to Public Act 17-73, “AN ACT CONCERNING MUNICIPAL ELECTRIC UTILITY COOPERATIVES AND ESTABLISHING A MUNICIPAL ELECTRIC CONSUMER ADVOCATE,” the appointment of the ratepayer representative, _____, to the Connecticut Municipal Electric Energy Cooperative (CMEEC) Board of Directors. This appointment, effective January 1, 2022, shall be for a term of two years ending on December 31, 2023. The ratepayer representative shall receive compensation from CMEEC in the manner and amount set forth in the CMEEC Bylaws.

Motion made by:

Seconded by:



Third Taxing District

2 Second Street
East Norwalk, CT 06855

Tel: (203) 866-9271
Fax: (203) 866-9856

Memorandum

To: TTD Commissioners

From: **Kevin Barber – General Manager**

Date: October 18, 2021

Subject: CMEEC Board Appointments

The By-Laws of the Connecticut Municipal Electric Energy Cooperative (CMEEC), of which TTD is a member, provide that each member municipal electric utility (MEU) governing body shall appoint two (2) Member Representatives and two (2) Alternate Representatives to the CMEEC and CTMEEC Board of Directors. Furthermore, from the two member representatives and the two alternate representatives, one shall be appointed as the sole Member Delegate and one shall be appointed an Alternate Member Delegate.

Previously, the TTD Commission appointed the following, all with terms expiring on December 31, 2021.

Positions are for both CMEEC and CTMEEC

Member Representatives: Kevin Barber and Michele Sweeney
 Alternate Member Representative: Ron Scofield

Member Delegate: Kevin Barber
 Alternate Member Delegate: Michele Sweeney

As the terms of the existing appointees are set to expire on December 31, 2021, the Commission has multiple options relating to the appointments. They are as follows:

- Reappoint the current slate for another two- year term
- Appoint a new slate for a two-year term
- Any combination of reappointment or new appointment of the positions

District Commissioners

Johnnie Mae Weldon	203-216-2652	Chairperson	Kevin Barber	203-866-9271	General Manager
Pamela Parkington	203-858-4261	Commissioner	Ron Scofield	203-866-9271	Assistant General Manager
Michele Sweeney	203-820-3107	Commissioner	Read Auerbach	203-451-7047	Treasurer

I've attached for your review, excerpts from the CMEEC By-Laws that provide an overview of the CMEEC governance structure. The governance structure for CTMEEC is very similar to that of CMEEC.

On November 18, 2019, the TTD Commission moved to appoint Kevin Barber and Ron Scofield to the positions listed on the previous page for a two-year term ending on December 31, 2021. On January 27, 2020, The TTD commission moved to appoint Commissioner Sweeney to the positions listed on the previous page for a two-year term ending on December 31, 2021.

Also attached are the multiple motions for the Commission's consideration to appoint the TTD representatives to the CMEEC Board of Directors.

I would be happy to answer any questions you may have regarding this issue at the Commission meeting.

SECTION 6: GENERAL GOVERNANCE STRUCTURE

SECTION 6.1 GENERAL

CMEEC shall be managed by two governing bodies, subject to separate and distinct sets of structures, and requirements, for the purpose of maintaining appropriate segregation of interests and responsibilities, namely: (a) the CMEEC Member Delegation, through which the CMEEC Members act collectively, as defined further below, with respect to issues relating to their ownership, as Members of CMEEC, and (b) the CMEEC Board of Directors, comprised of Member Representatives, Member Utility Alternates and Municipal Representatives, all as further defined herein. The CMEEC Board of Directors shall exercise all of the power of CMEEC except as are by law or by Bylaws conferred upon or reserved to the CMEEC Member Delegation. The roles and function of each of the CMEEC Member Delegation and the CMEEC Board of Directors are further described below in Article I, Sections 6.2 and 6.3.

SECTION 6.2 CMEEC Member Delegation

The CMEEC Member Delegation is established and shall serve as the body to oversee and administer the individual and collective ownership-related interests of the Members in CMEEC, in their capacity as Members of CMEEC. The CMEEC Member Delegation shall be established and shall operate pursuant to Article II below. The CMEEC Member Delegation scope of responsibilities shall include, but not be limited to ensuring the interests of the Member Delegation are achieved through the development and implementation of, and ongoing execution to the CMEEC Vision, Mission, and Objectives by the CMEEC Board of Directors. The CMEEC Member Delegation shall possess the primary responsibility for managing all matters related to membership, equity requirements, and the financial stability of CMEEC, and as provided for in the voting requirements in Article II, applicable to the Member Delegation.

SECTION 6.3 CMEEC Board of Directors

The business and affairs of CMEEC shall be managed by the CMEEC Board of Directors which shall exercise all of the powers of CMEEC except where by law, the Creating Agreement or by these Bylaws, such powers are conferred upon or reserve to the Members. The Boards shall have the power to make and adopt rules, regulations, and policies consistent with law, the Crating Agreement or these Bylaws, as it ay deem advisable for the management, administration and regulation of the business, and affairs of CMEEC. The CMEEC Board of Directors, comprised of the Member Utility Representatives, Alternate Utility Representatives, and Municipal Representatives, as further defined herein shall provide operational oversight of the CMEEC Chief Executive Officer in executing to and fulfilling the Vision, Mission, and Objectives.

SECTION 9 MEMBER DELEGATE SERVICE ON THE CMEEC MEMBER DELEGATION

From the two (2) Member Representatives and the two (2) Alternate Representatives, appointed pursuant to Article I, Section 10 below, one (1) shall be selected and further appointed by the Member as the sole Member Delegate, to act with the full powers and duties of the Member while serving on the CMEEC Member Delegation with respect to all matters which come before the Member Delegation and one (1) shall be selected and further appointed to act with the full powers and duties of the Member Delegate representing such Member with respect to matters coming before the CMEEC Member Delegation in the event of the absence or unavailability of the Member Delegate of such Member (with such person referred to herein as the “Alternate Member Delegate”). The Member shall transmit notice of such appointments to CMEEC and such appointments shall thereafter be effective for all purposes, except in cases of resignation, removal, or replacement as provided in a subsequent notice by the Member to CMEEC. The Alternate Delegate position may be filled by one (1) of the remaining three (3) Member Representatives or Alternate Representatives as an alternate to serve in his/her place as the Member Delegate on an as required basis when the Member Delegate is not available to participate and/or vote on matters coming before the CMEEC Member Delegation.

SECTION 10 CMEEC MEMBER UTILITY REPRESENTATIVES SERVING ON THE CMEEC BOARD OF DIRECTORS.

Each Member Municipal Electric Utility (“MEU”) Governing Body shall appoint two (2) Member Utility Representatives to the CMEEC Board of Directors. Each Member MEU Governing Body shall also appoint two (2) Alternate Utility Representative s (the “Alternate Utility Representative”). Each such Alternate Utility Representative shall be empowered to serve in the place of either of the Member Utility Representatives to the CMEEC Board of Directors or both, as applicable, in the event of the absence or unavailability of such Member Utility Representative(s) to participate and/or vote on matters coming before the CMEEC Board of Directors, to serve in the place of either or both of the Member Utility Representatives, as the case may be, and to act with the full powers and duties of the Member Utility Representative(s) in such circumstances. Each Member Utility Representative or Alternate Utility Representative must be an Official (Officer, Director, Commissioner, or high – ranking employee) of such member. Alternate Utility Representatives may participate in Board of Director meetings when the Member Utility Representatives are fully present, but are eligible to vote in the Alternate capacity only when fulfilling the role in the absence of a Member Utility Representative.

**** COMMISSIONER _____ MOVED TO APPROVE THAT KEVIN BARBER AND MICHELE SWEENEY BE RE-APPOINTED THE MEMBER REPRESENTATIVE TO THE CMEEC BOARD OF DIRECTORS AND RONALD SCOFIELD BE RE-APPOINTED AS ALTERNATE REPRESENTATIVE FOR A TERM ENDING DECEMBER 31, 2023 EFFECTIVE JANUARY 1, 2022.**

**** COMMISSIONER _____ SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY**

**** COMMISSIONER _____ MOVED TO APPROVE THAT KEVIN BARBER BE RE-APPOINTED THE SOLE MEMBER DELEGATE AND MICHELE SWEENEY BE RE-APPOINTED THE ALTERNATE MEMBER DELEGATE TO THE CMEEC MEMBER DELEGATION FOR A TERM ENDING DECEMBER 31, 2023 EFFECTIVE JANUARY 1, 2022.**

**** COMMISSIONER _____ SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY**

**** COMMISSIONER _____ TO APPROVE THAT KEVIN BARBER AND MICHELE SWEENEY BE RE-APPOINTED THE MEMBER REPRESENTATIVE TO THE CTMEEC (TRANSCO) BOARD OF DIRECTORS AND RONALD SCOFIELD BE RE-APPOINTED AS ALTERNATE REPRESENTATIVE FOR A TERM ENDING DECEMBER 31, 2023 EFFECTIVE JANUARY 1, 2022.**

**** COMMISSIONER _____ SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY**

**** COMMISSIONER _____ MOVED TO APPROVE THAT KEVIN BARBER BE RE-APPOINTED THE SOLE MEMBER DELEGATE AND MICHELE SWEENEY BE RE-APPOINTED THE ALTERNATE MEMBER DELEGATE TO THE CTMEEC (TRANSCO) MEMBER DELEGATION FOR A TERM ENDING DECEMBER 31, 2023 EFFECTIVE JANUARY 1, 2022.**

**** COMMISSIONER _____ SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY**

OR

**** COMMISSIONER _____ MOVED TO APPROVE THAT _____ AND _____ BE APPOINTED THE MEMBER REPRESENTATIVE TO THE CMEEC BOARD OF DIRECTORS AND _____ BE APPOINTED AS ALTERNATE REPRESENTATIVE FOR A TERM ENDING DECEMBER 31, 2023 EFFECTIVE JANUARY 1, 2022.**

**** COMMISSIONER _____ SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY**

**** COMMISSIONER _____ MOVED TO APPROVE THAT _____ BE APPOINTED THE SOLE MEMBER DELEGATE AND _____ BE APPOINTED THE ALTERNATE MEMBER DELEGATE TO THE CMEEC MEMBER DELEGATION FOR A TERM ENDING DECEMBER 31, 2023 EFFECTIVE JANUARY 1, 2022.**

**** COMMISSIONER _____ SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY**

**** COMMISSIONER _____ MOVED TO APPROVE THAT _____ AND _____ BE APPOINTED THE MEMBER REPRESENTATIVE TO THE CTMEEC (TRANSCO) BOARD OF DIRECTORS AND _____ BE APPOINTED AS ALTERNATE REPRESENTATIVE FOR A TERM ENDING DECEMBER 31, 2023 EFFECTIVE JANUARY 1, 2022.**

**** COMMISSIONER _____ SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY**

**** COMMISSIONER _____ MOVED TO APPROVE THAT _____ BE APPOINTED THE SOLE MEMBER DELEGATE AND _____ BE APPOINTED THE ALTERNATE MEMBER DELEGATE TO THE CTMEEC (TRANSCO) MEMBER DELEGATION FOR A TERM ENDING DECEMBER 31, 2023 EFFECTIVE JANUARY 1, 2022.**

**** COMMISSIONER _____ SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY**



Third Taxing District

2 Second Street
East Norwalk, CT 06855

Tel: (203) 866-9271
Fax: (203) 866-9856

Memorandum

To: TTD Commissioners

From: **Kevin Barber – General Manager**

Date: October 19, 2021

Subject: Fitch Street Substation Backup Generator and Battery Charger Project – Request for Purchasing Policy Exemption

During the past two budget cycles, TTD has included a capital project “Backup Generator” for the installation of a backup generator at the Fitch Street Substation. The purpose of this project is to provide a backup power source for the Fitch Street Substation in the event of a loss of AC Power and harden the substation infrastructure. During the last budget process, this project was expanded to include backup power for the East Avenue Substation. Between the budget allocations from the fiscal year 2020-21 (\$75,000) and fiscal year 2021-22 (\$75,000), the total allocation for this project is \$150,000.

This project has been designed for the installation of a backup generator that would be connected to both the primary Fitch Street substation as well as the neighboring East Avenue substation. In the event of a loss of power, the generator would automatically start to provide station power to both substations to allow for the continued operation of the substations. This is critical for switching that may need to take place during the restoration of power on the bulk transmission system. Because the backup generator would be connected to the Fitch Street substation, which is part of the ISO-NE bulk transmission system, the portion of the cost would be included in the PTF (pooled transmission facility) charges, for which TTD receives transmission payments from ISO-NE.

Because the Fitch Street substation is part of the ISO-NE bulk transmission system, TTD is very particular in the contractors we allow to work in the substation. As such, TTD engaged Eaton, the contractor that designed and built the substation, to design and install the backup generator and battery charger. Eaton has provided TTD with a detailed project proposal in the amount of \$149,000, which is below the budgeted allocation for this project. Attached is the summary project proposal for your information. The proposal attachments, which included preliminary drawings and equipment lists, have not been included with this memorandum.

District Commissioners

Johnnie Mae Weldon	203-216-2652	Chairperson	Kevin Barber	203-866-9271	General Manager
Pamela Parkington	203-858-4261	Commissioner	Ron Scofield	203-866-9271	Assistant General Manager
Michele Sweeney	203-820-3107	Commissioner	Brad Auerbach	203-451-7047	Treasurer

TTD's purchasing policy requires multiple bids for projects that exceed \$50,000. The policy also requires any project that exceeds \$100,000 to be brought before the Commission for approval at a Regular or Special meeting. As required by the policy, I am bringing this project before the Commission for approval. I am also requesting a variance from the policy requiring multiple bids.

I will be happy to answer any questions you may have at the Monday meeting.



**Third Taxing District
East Norwalk, CT**

**Fitch Street Substation
Back-Up Generation
&
Update Battery Charger**

Provided By:



Powering Business Worldwide

Oscar Vargas
Service Sales Engineer
Eaton Corporation
165 Grove St. Suite 10
Franklin, MA 02038
Ph: 774-613-1709
oscarvargas@eaton.com

Jason Sanata
Regional Project Operations Manager
Eaton Corporation
130 Commonwealth Dr.
Warrendale, PA 15086
Ph: 1-724-779-5949
JasonSanata@eaton.com

Reference Eaton Negotiation Number: BSK6-210927-01 –OV

October 1, 2021



Powering Business Worldwide

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ABOUT EATON CORPORATION (EESS)

Eaton Corporation is one of the largest and most experienced industrial service organizations in North America. With more than 1000 highly trained professionals in 80 engineering service locations throughout the U.S. and Canada, Eaton Corporation has complete local, national, and international capabilities, to provide a full range of electrical and mechanical equipment services. This broad range of service capabilities has established EESS as the leader in the engineering service industry.

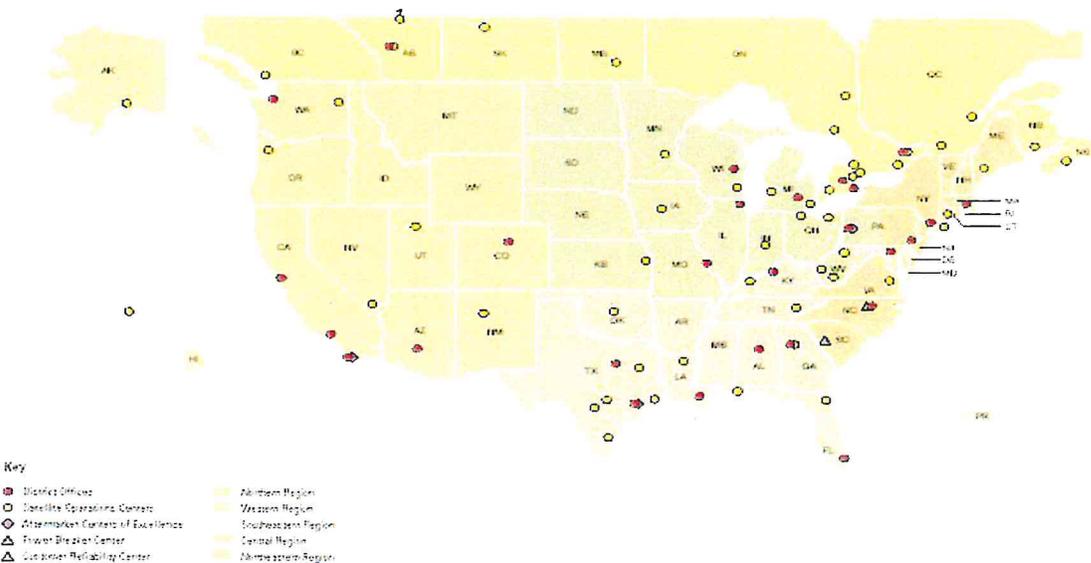
EESS provides a unique capability when you are faced with a major capital project or expansion of your electrical power system. Our division organization, with technical and professional experts on utility and industrial power systems, provides a vast resource from which to draw on in staffing your project. Years of division experience as an electrical equipment manufacturer and engineering service provider in industrial and utility plant environments uniquely qualifies EESS to handle turnkey projects where it is imperative to provide an efficient cost-effective installation while meeting or exceeding design requirements.

In our Field Engineering work force, we have an average of 10 years experience covering all areas and aspects of the power system and associated equipment. Shown below is our national coverage map.

Strength in Numbers



The right people in the right places.
The Eaton Electrical Systems & Services team includes more than 1000 engineers, specialists, and technicians organized around a combination of national resource centers and local operations centers.



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Eaton Corporation has created several key support groups, for the direct purpose of providing the highest quality service available today. These valued-added support capabilities allow us to provide a level of service above all other manufacturers and regional independent organizations. Below is a description of the groups involved in completing this successful turnkey project.

Project Operations – Project Management

Eaton will be providing the services of a full-time project manager (PM) for all pre-construction, construction and close out management tasks. Where our competitors may leave onsite management to the discretion of their subcontracting personnel, Eaton prefers to be hands on throughout the entire project. At no time will Third Taxing District be left to directly interact with Eaton subcontractors.

The Project Operations Group will be your single-point of contact on all matters relating to the project.

Project Team

- Eaton Project Manager
- Eaton Design Engineer
- Eaton Project Manager/Site Manager
- Eaton Project Coordinator

PSE Center of Excellence – Power System Studies & Design

This group provides the full range of power system and substation design, engineering studies, project management support, systems integration and automation design services. Consisting of Electrical Engineers primarily based in Pittsburgh and local residence in all regional offices, this team has in-house drafting capabilities, and extensive design and system evaluation experience. Many have helped to author the IEEE Color book series and are experts in their respective fields.

- Average 15 years of experience - multiple manufacturers experience
- Greater than 50% have EE Master's degree
- Licensed Professional Engineers - USA and Canada
- Use state-of-the-art software tools
- Centralized core group with field deployed resources / engineers
- Active on standards committees / recognized industry experts

District Operations Center – Testing, Commissioning & Support

The EESS District Operations Center (DOC) will be responsible for successfully executing the commissioning and testing phases of this project. This office can also be responsible for providing continued support to TTD throughout the life of the substation.

The EESS Franklin DOC is located at:

165 Grove St, Suite 10
Franklin, MA 02038

Our local offices have several field service engineers and technicians located throughout the New England Region to provide unparalleled technical services and support.

EATON SAFETY PROGRAM

Safety is a priority concern for Eaton Corporation and our customers, and Eaton will meet or exceed specification requirements. All of our engineers have completed safety programs and first aid/CPR with refresher courses yearly. All Eaton field personnel receive training to comply with OSHA CFR1910.269 Electrical Safety Standard, which sets minimum safety rules and practices for the design operation and maintenance of high-voltage systems (over 600 volts). In addition, each engineer has a safety manual and all of the safety equipment required for the work to be undertaken.

Every Eaton Area Operations Center has a safety officer assigned with the responsibility of new DOC employee safety orientation, appraising staff of new safety requirements, ordering office safety supplies, conducting monthly office safety meetings, maintaining and monitoring compliance with corporate EHS regulations, and support efforts to accomplish overall goals and objectives of the Eaton Corporation Safety Department. The paperwork for monthly safety meetings is submitted to EESS Division Health and Safety Manager, and kept on file. A Lead Engineer is designated on each job, and is responsible for conducting the Daily Pre-Job Briefing Safety Meeting and placing the form in the job file.

The EMR safety rating is required to be 1.0 or less for our industry. Eaton will request Subcontractor EMR ratings when pre-qualifying subcontractors.

Productive employees are certified per the Eaton Field Certification (EFC) Program. Field Service employees are First Aid and CPR trained. The Sales employees are considered "Authorized" employees upon completing the Electrical Sales Safety Training Program CD

Subcontractor Health & Safety

Subcontractors must provide a copy of their Health & Safety Manual to insure that it is in compliance with Eaton's policy. Subcontractors must also submit an Eaton Corporation Contractor Safety Pre-Qualification Questionnaire before consideration.

Subcontractor Management Structure and Corporate Oversight

After our subcontractors have completed the required documentation, EESS will issue a purchase order to the subcontractors at the Project Operations level. Once work begins, the assigned project manager will oversee all dealings with the subcontractors; additionally the PM will review and approve all subcontractor submittals, changes and requests for payment.

PROJECT OVERVIEW

The purpose of this scope of work is to provide a detailed description for the turn-key installation of a 100 kW Natural Gas Generator and upgrade of the Battery Charger at Fitch St. Substation.

The scope of supply is based on Eaton's on-site meetings with Third Taxing District in January and February of 2021:

100 kW Generator

- Excavation and installation of precast concrete foundation
- Install Gas line from Eversource Meter to Generator
 - o Gas Line/Meter installation by Eversource
- Install Generator
- Install Disconnect Switches so that the generator can feed Fitch St. and East Ave. Control Power
- Install Power Cable/Conduit from Generator to Control House
- Install Control Cable/Conduit from Generator to Control house
 - o Auto Start from ATS
 - o SCADA Alarm
 - SCADA Programming by others
- Repair stone in yard
- Generator will be controlled to Auto Start with loss of power at Fitch St
- Generator can feed East Ave. via manual switches and start
- Optional – install Remote Annunciator Panel in Control House

Battery Charger

- Remove existing Battery Charger
- Install new AT10, 130 VDC, 25A Battery Charger
- Rewire SCADA Alarms into new Charger

Pricing includes all necessary electrical and civil/structural design, equipment, material, labor, administration, safety, and project management required for successful completion of the project. Prices for fiscal years 2022 for installation in Summer of 2022.

Preliminary substation drawings can be viewed as **Attachment A**.

ENGINEERING SCOPE OF SERVICES

Eaton will perform necessary engineering for a safe, efficient and operable system. Eaton will ensure that the final installation meets all of Third Taxing District's requirements and parameters. Eaton will also provide a complete construction drawing package.

The following is an outline of the engineering deliverables that will be provided:

Design Package

Cable and Conduit Schedule

- Generator Conduit
- Control Cable
- Power Cable

Elementary Diagrams

- DC Power
- AC Power
- Equipment Schematics
- P&C Panel Wiring Diagrams

Construction Drawings

- Disconnect Switch Location
- Interconnection Wiring Diagrams
- P&C Panel Wiring Diagrams
- Installation Documentation and O&M Manual

One copy of all documentation will be provided in electronic format as follows:

Approval Documents:	Adobe PDF
IFC Drawings:	AutoCAD and Adobe PDF
Spreadsheets:	Microsoft Excel
Schedules:	Microsoft Project and Adobe PDF

SCOPE OF SUPPLY

Eaton will supply the following major equipment, as well as, any additional ancillary equipment required. Additional information on the proposed equipment can be viewed as **Attachment B**.

- 100 kW Generator Natural Gas
 - Cummins Model C100N6, Natural Gas Generator
 - 100 kW, 120/240 VAC, 1 Phase, 60Hz, 1800 RPM
 - Two 200A Breakers
 - Battery Charger
 - Aluminum Quiet Stage 2, Sound Attenuated Enclosure
 - Optional Remote Annunciator

- Alarm Panel
 - HMI
 - E-Stop
- Gas Line Install
 - 1-1/2" Poly Gas Line from new Eversource Gas Meter to Generator
- Precast Concrete Pad for Generator
 - 148" x 52" x 12"
 - 4000 psi concrete
 - Electrical Stub-Up areas
- Install conduits as require per preliminary drawings
 - 3" Conduit to MTS #1 at Control House
 - 3" Conduit to MTS #2 at Control House
 - 2" Conduit to Control House Vault
- Install Cable as per preliminary drawings
 - Generator to MTS #1 (3/C 4/0)
 - Generator to MTS #2 (3/C 4/0)
 - Generator to Control house
 - 4/C #16 to ATS
 - 4/C #16 to Relay Panel D (SCADA Alarm)
 - 2/C #10 with Ground (Battery Charger)
- All necessary grounding material required to properly ground the new generator (4/0 Bare Copper)
 - Compression type connections
- Manual Transfer Switch Installation
 - Install MTS#1 and MTS #2 in control house on outer wall as indicated
 - Eaton DT364URK
 - Heavy Duty, 3-Pole, Non-Fusible
 - 600VAC, 200A
 - NEMA 3R
 - Ground MTS #1 and MTS #2 to building ground ring (#8)
 - Install conduits as indicated
 - Inside Control House
 - 3" EAST ACP to Vault
 - 3" ATS to Vault
 - 1-1/2" ATS to Vault
 - Outside Control House
 - 3" MTS #1 to Vault
 - 3" MTS #2 to Vault
 - 3" Between MTS #1 and MTS #2
 - 1" MTS #2 to Vault
 - Remove power cables between ATS and East ACP
 - Install Four-Point Terminal Block (Eaton) in ATS (Auto-Start)
 - Install Cables as required per preliminary sketches
 - MTS #1 to MTS #2 (3/C 4/0)

- MTS#1 to East ACP (3/C 4/0)
- MTS #2 to ATS (3/C 4/0)
- MTS #2 to ATS (4/C #16) – position switch
 - Will block start if Switch is not in position to feed Fitch St.
- AT10 Battery Charger
 - Remove existing Battery Charger
 - Install new Eaton Supplied Battery Charger
 - AT10-130-030 Battery Charger
 - 240 VAC Input
 - 130 VDC, 25A Output
 - Aux Alarm Relays
 - Battery Eliminator
 - Modify Battery Charger conduits as required
 - Route alarm cable conduit to Aux Alarm box on top of charger and terminate
 - Alarm cable should be able to be reused
 - Modify AC Power conduit between AC Panel and new charger. Supply and install new wire (3/C #8 w Ground – 240V, 40A)
- Eaton will receive, offload, and set all equipment and materials it provides for this project

Quality of Work

The collective experience and knowledge of our management team ensures our customers quality requirements and applicable regulatory requirements are met while boosting customer satisfaction and achieving superior performance. Our management team continually reviews, monitors, and ensures the implementation of each of the following eight quality management principles:

- Customer Focus
- Leadership
- Employee Involvement
- Process Approach
- System Approach to Management
- Continual Improvement
- Factual Approach to Decision Making
- Mutually Beneficial Supplier Relationships

Schedule and Recording Work Performance

Eaton understands that a detailed construction schedule is the basis of an organized and properly managed construction project. A detailed project construction schedule will be compiled, reviewed, submitted, approved, and updated as per the project requirements. This will ensure the project's progress is properly communicated to all interested parties, and that ample notification is given for all critical paths.

Eaton has included a preliminary Project schedule in Attachment C.

Project Reports and Meetings

Eaton understands that proper communication with the site is crucial to a successful project. We will maintain the proper protocol as specified. Updates will include, but not limited to conference calls with interested parties and document updates on the Project SharePoint website as required or as necessary.

As-Built Drawings will be tracked and recorded on site in a real-time fashion. Eaton will also conduct all other project meetings (Scheduling, Kick-off, Progress, etc.) as mandated.

EQUIPMENT TESTING AND COMMISSIONING

Eaton will develop a project specific testing and commissioning plan in conjunction with Third Taxing District to meet all testing and commissioning requirements. Eaton uses a structured commissioning process that incorporates well-defined checkpoints and deliverables. Below, we show our process.

Planning

- Obtain and review all relevant facility construction drawings, specifications, single-line diagrams, design parameters, operational procedures, and equipment manuals
- Determine which equipment will have been installed, complete with applicable vendor start-up at the time of testing and commissioning
- Establish measuring, monitoring and recording equipment for all phases of testing and commissioning
- Review all vendor documentation and start-up data
- Develop the procedures, methods and scripts required for testing and commissioning. Obtain approval of same from the owner's representative(s) prior to performing testing and commissioning
- Develop a testing and commissioning plan with onsite personnel
- Develop a testing and commissioning schedule
- Coordinate the testing and commissioning schedule with the site representatives, site engineers, and all applicable trade sub-contractors

Eversource Coordination

Eaton has included the following for coordination with Eversource for the Gas Line installation

- Provide Eversource the Generator fuel requirements to gas line sizing
- Provide 1 day on site with Eversource to confirm Gas Line install along with Meter location
- Provide 2 days on site when Eversource installs the Gas Line

Reporting

- Provide a punch list of unresolved issues upon completion of each phase of testing and commissioning, to include:
 - Designated party responsible for resolving each item
 - Schedule for completion, retesting, and commissioning

- Provide follow up verification and reporting on the implementation of applicable corrective actions
- Prepare the final testing and commissioning reports; provide to the site representatives:

PROPOSAL PRICING

100 kW Generator and Battery Charger

Equipment/Installation/Testing.....\$149,000.00

Remote Annunciator

Installation/Testing.....\$3,700.00

Project Schedule

- Engineering; 3 weeks
- Equipment procurement – after equipment specifications (30% Engineering)
 - 100 kW Generator; 26 – 28 weeks
 - Battery Charger; 8 – 10 weeks
 - Disconnect Switches; 8 – 10 weeks
- Construction Gas Line: 2 Days
 - Permitting; required for Gas Line on to property (by Eversource)
- Construction
 - Generator Installation; 3 days
 - Battery Charger Install; 2 days
- Energization/Cutovers – 1 day
- As-Built Drawings and Generator O&M – 2 weeks

Payment Schedule

- 20% - Issuance of PO
- 10% IFC Drawings
- 60% - When Equipment is delivered to site
- 5% - Equipment Startup
- 5% - As-builts and O&Ms

Validity Period & Acceptance

This offer is valid for 60 days from the date of this proposal unless otherwise extended, modified or withdrawn in writing by Eaton Corporation.

Warranty

See Eaton Standard Selling Policy 25-000 (**Attachment C**) for standard warranty information.

Terms and Conditions

Offer subject to Eaton Standard Selling Policy 25-000 (**Attachment C**) or mutually agreeable terms and conditions between Eaton Corporation and TTD.

Bonding

Eaton can provide performance and payment bonds for this project if requested. Eaton's proposal price does not reflect any costs associated with bonding at this time.

Certificate of Insurance

Eaton can provide a certificate of insurance for this project as requested.

OTHER CONSIDERATIONS

Eaton provides the information below to define the division of responsibility, scope clarifications and exceptions, and other miscellaneous items regarding this proposal.

Division of Responsibility

- The owner/engineer shall make the site available upon arrival of Eaton personnel to permit continuous progression of work.
- The owner/engineer shall provide continuous, free and safe access, ingress, and egress to the equipment covered by this proposal.
- The owner/engineer will coordinate all outages and perform all switching to de-energize/isolate equipment to be serviced.
- Eaton will not perform work activities in situations where the proper level of PPE is not practical. At no time will work be performed when the arc-flash exposure levels are above 40 cal/cm².

Clarifications and Exceptions

Eaton makes the following clarifications and takes the following exceptions with regards to the scope of work:

- Eaton assumes that all required drawings are available in CAD format and have not included any monies to convert existing drawings to CAD
- Proposal is based on one mobilization
- Eaton assumes any costs associated with third party inspections and/or fees are by others.
- Eaton has not included any permitting costs in this proposal.
- No taxes have been included in the proposal price.
- Eaton has not included and Coordination or Short Circuit Studies
- Eaton assumes that all excavated material is suitable for use as backfill and therefore we have not included import of any structural fill
- Eaton has not included any costs associated with blasting or rock excavation.
- This proposal does not include undercutting or stabilization of unsuitable or unstable soils.
- This proposal does not include testing or remediation of contaminated materials including, but not limited to, lead, asbestos and/or PCB's.
- Removal or relocation of existing obstructions, underground or otherwise is excluded from our cost.

- The work shall be performed during normal working hours (ie: Monday through Friday, 7am to 3:30 pm).
- Price assumes use of Union labor.
- Eaton has not included any upgrade or repair to the existing ground grid unless damaged during installation
- Eaton has not included the cost for Eversource (Utility) to install the gas line and meter on to the property
- Eaton has not included and costs for the SCADA System to be updated to include Generator Alarms